

Adding a Creditor

Note: Remember to always search for a creditor before adding.

Step 1 Click **Add Creditor** hyperlink (See Figure 30-1).



ECF Bankruptcy

Select a Creditor for Claim

Case 05-30234: Jake Hagard and Rose Hagard

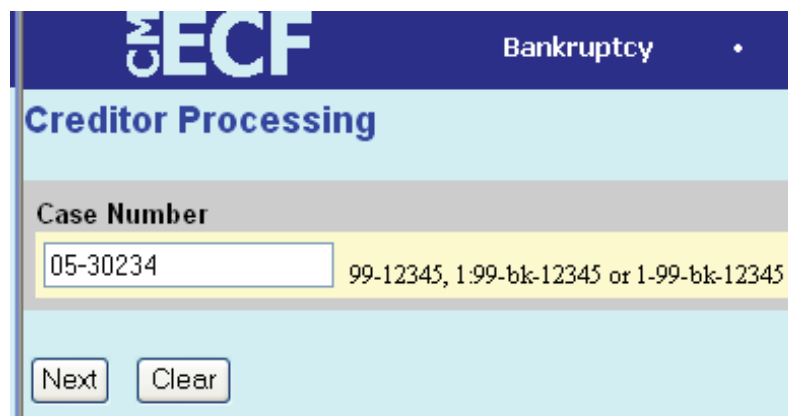
▼

[Add Creditor](#)

Next Clear

Figure 30-1

Step 2 Enter the **Case Number** in the **yy-nnnn** format (See Figure 30-2).



ECF Bankruptcy

Creditor Processing

Case Number

05-30234 99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

Figure 30-2

- Click **[Next]**.

Step 3 The **Creditor Information** screen appears (See **Figure 30-3**).

ECF Bankruptcy • Adversary • Query •

Add Creditor(s)

Case number 06-10073 He Man

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Creditor type Creditor ▼

Creditor committee ☒ No ☐ Yes

Next Clear

Figure 30-3

Note: CM/ECF will warn the user if the case already contains creditors.

- Enter the creditor name and address information.

Remember:

- 5 line maximum
- Each line no more than 40 characters
- Avoid special characters (# & C/O are okay)
- Account number/attention line placed on line 2
- City, state and zip code on last line
- Zip + four must include hyphen
- State must be two-letter abbreviation

- Enter defaults as **Creditor**. Other values available may be:
 - Administrative
 - Limited Notice
 - Notice of Appearance
 - 20 Largest Unsecured Creditors
- If the creditor is a member of the creditor committee, click **[Yes]** after the **Creditor Committee** button.
- If there are more than one creditor, please separate the creditors with a blank line.

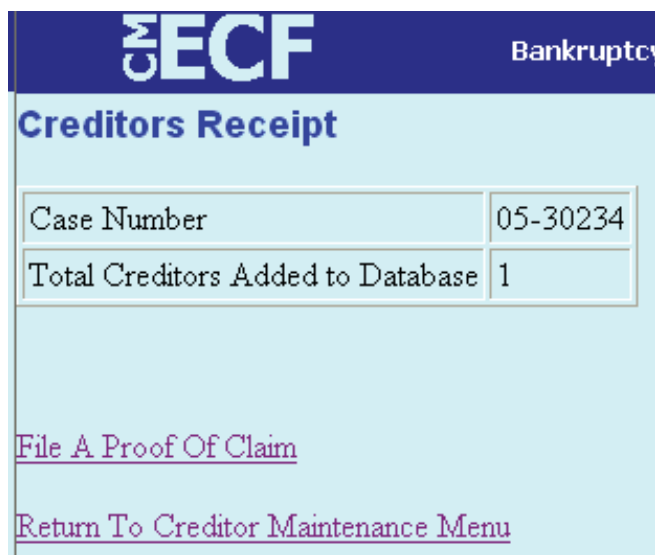
Step 4 The **Total Creditors Entered** screen appears (See Figure 30-4).

- Verify the number of creditors you have entered.
- If the number is not correct, click the **[Back]** button (from the browser menu) to review your entries.
- If the entries are correct, click **[Submit]**.



Figure 30-4

Step 5 The **Creditors Receipt** screen will appear (See Figure 30-5).



Case Number	05-30234
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 30-5

This screen confirms the number of creditor records that have been added to the creditor database.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The **Proof of Claim** module is accessible on this screen so a claim can be added to this new creditor in one continuous operation.